

# Electronic Billing using Provider Express Billing (PEB)

## *Getting Started*



### **Electronic Billing Unit**

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## Part One: Create a Secure Access Washington(SAW) Account

*If you already have an account with SecureAccess Washington you may login and proceed to Page 8, otherwise continue.*

1. Go to SecureAccess Washington at: <https://secureaccess.wa.gov>
2. Click Create one



https://test-secureaccess.wa.gov/

**SAW SecureAccess WASHINGTON®**

**Login to your SecureAccess Washington Account**

User ID:

Password:

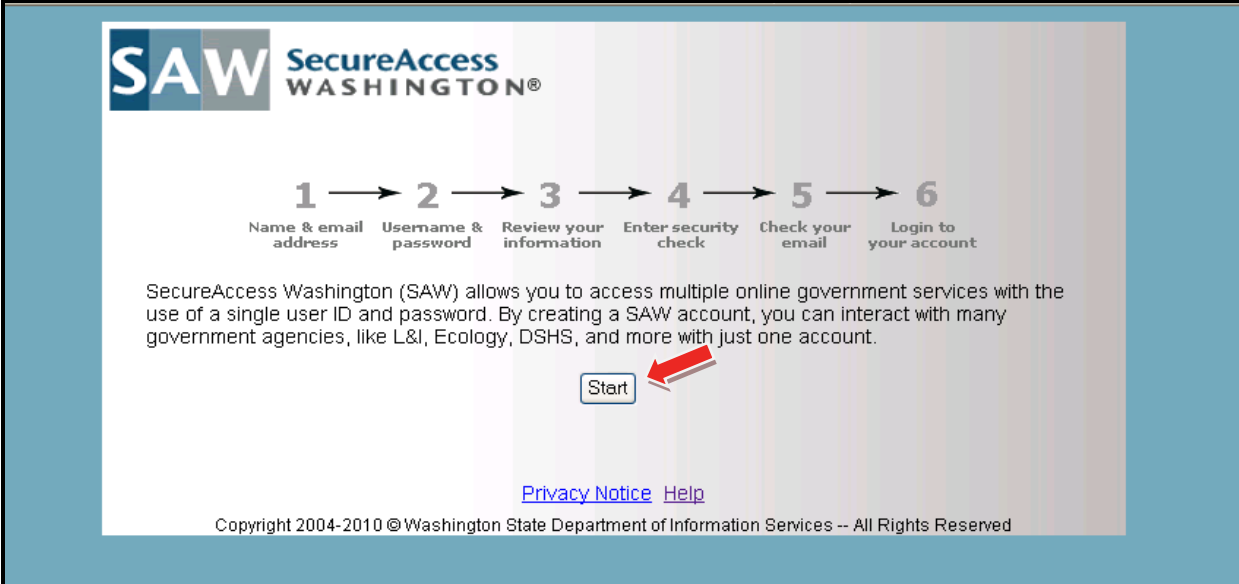
Do not have an account? [Create one](#)

[Forgot your User ID?](#)  
[Forgot your password?](#)  
[Haven't received activation email?](#)  
[Activate your account](#)

[Privacy Notice](#) [Help](#)

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3. Click *Start*



**SAW SecureAccess WASHINGTON®**

1 → 2 → 3 → 4 → 5 → 6

Name & email address   Username & password   Review your information   Enter security check   Check your email   Login to your account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

[Privacy Notice](#) [Help](#)

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4. Enter your personal information, click *Next*.

The screenshot shows the SAW SecureAccess WASHINGTON registration interface. At the top, a progress bar indicates six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. Step 1 is currently active. Below the progress bar, the heading "Enter your personal information:" is followed by several input fields: "Name" (containing "JOHN"), "E-Mail Address" (containing "USER@GMAIL.COM"), "Confirm E-Mail" (containing "USER@GMAIL.COM"), "Secret Question" (a dropdown menu showing "What city were you born in?"), and "Question Answer" (containing "OAKLAND"). A red arrow points to the "Name" field. At the bottom right, there are "Previous" and "Next" buttons, with a red arrow pointing to the "Next" button. Below the buttons are links for "Privacy Notice" and "Help", and a copyright notice: "Copyright 2004-2010 © Washington State Department of Information Services -- All Rights Reserved".

5. Create a User ID and a ten character password, click *Next*.

The screenshot shows the SAW SecureAccess WASHINGTON registration interface at Step 2: Create a user ID and password. The progress bar at the top shows six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. Step 2 is currently active. Below the progress bar, the heading "Create a user ID and password:" is followed by a "NOTE" about password security. Below the note are three input fields: "User ID" (containing "JOHN123"), "Password" (masked with dots), and "Confirm Password" (masked with dots). A red arrow points to the "User ID" field. To the right of the input fields, a yellow box contains the message "You have selected a secure password!" and a list of "Requirements for a secure password": at least 10 characters, contain at least three of the following character classes (uppercase letters, lowercase letters, numerals, special characters), and does not contain user ID. At the bottom right, there are "Previous" and "Next" buttons, with a red arrow pointing to the "Next" button.

6. Verify your information. If any item is incorrect, click Previous and change the data. If correct, click *Next*. (You may want to print this page for your records.)

**SAW SecureAccess WASHINGTON®**

1 → 2 → **3** → 4 → 5 → 6  
Name & email address Username & password **Review your information** Enter security check Check your email Login to your account

**Review Information:**  
Here is your personal and account information.

**NOTE:** We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

Name: JOHN  
E-Mail Address: USER@GMAIL.COM  
User ID: JOHN123  
Password: PASSWORD\$1  
Secret Question: What city were you born in?  
Answer: OAKLAND

Go back to the previous page to make changes.  
Continue to the next page if the information is correct.

You may want to [PRINT](#) this page for your records.

[Previous](#) [Next](#)


[Privacy Notice](#) [Help](#)

7. Enter the security code, click *Submit*.

**SAW SecureAccess WASHINGTON®**

1 → 2 → 3 → **4** → 5 → 6  
Name & email address Username & password Review your information **Enter security check** Check your email Login to your account

**Please enter the security code (Not case-sensitive):**  
The security code helps us to prevent massive user sign-up from robot programs.



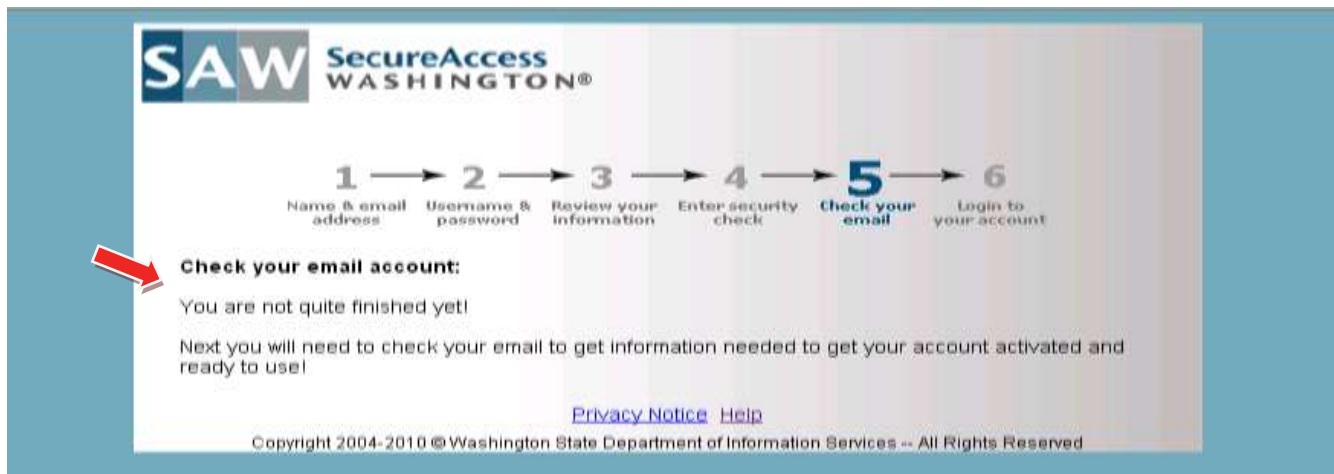
In the box below, enter the security code you see above: ([Click here if you cannot read the code](#) )

[Previous](#) [Submit](#)

[Privacy Notice](#) [Help](#)

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8. You will be instructed to check your email for a note from secureaccess@dis.wa.gov welcoming you to SAW.



9. Upon receipt of the following email you will click on the specified link to activate your new account.

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#### SecureAccess Washington : Welcome to SecureAccess Washington

From:

**secureaccess@dis.wa.gov**

 You may not know this sender. [Mark as safe](#) | [Mark as junk](#)


Sent: Fri 4/09/10 1:14 PM

To:

This is a system generated message, please DO NOT reply to this email.  
If you have any questions, please visit our support site at:  
<http://support.secureaccess.wa.gov>

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [beco235lni] has been successfully created.

 To activate your new account, click the following link.

<https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=43065&userId=beco235lni>

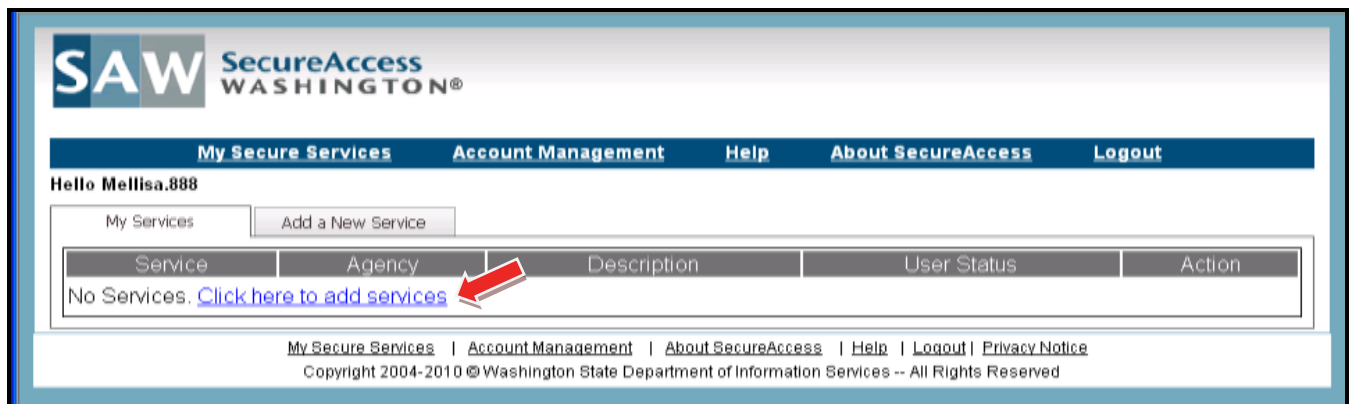
---

10. Enter your User ID and password. Click *Login*.



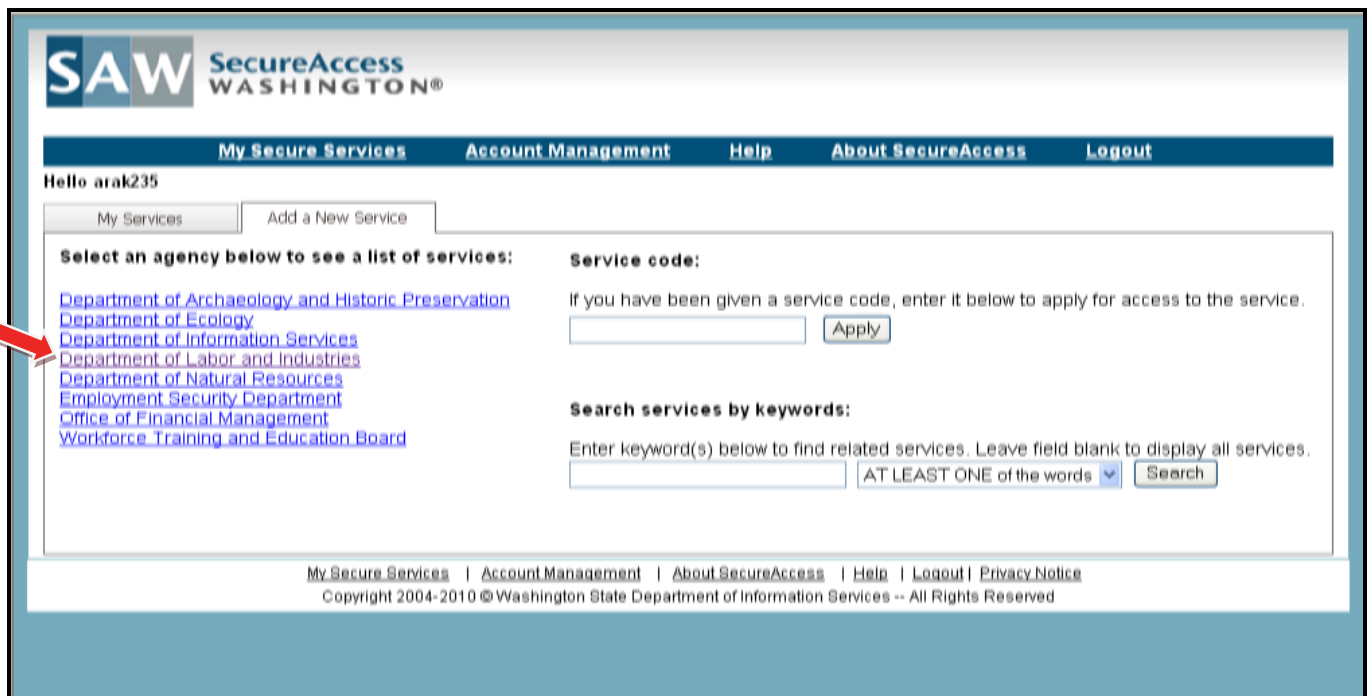
The image shows the SecureAccess Washington login page. At the top, the logo "SAW SecureAccess WASHINGTON®" is displayed. Below it, a six-step registration process is outlined: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. A message states: "Your SecureAccess Washington account has been activated. To continue the registration for available services, please login below." The login section is titled "Login to your SecureAccess Washington Account" and contains fields for "User ID" and "Password", a "Login" button, and links for "Forgot your User ID?" and "Forgot your password?". A red arrow points to the "Login" button. At the bottom, there are links for "Privacy Notice" and "Help", and a copyright notice: "Copyright 2004-2010 © Washington State Department of Information Services -- All Rights Reserved".

11. If this is your first visit, you will need to select [Click here to add services](#).



The image shows the SecureAccess Washington user dashboard. At the top, the logo "SAW SecureAccess WASHINGTON®" is displayed. Below it, a navigation bar contains links: "My Secure Services", "Account Management", "Help", "About SecureAccess", and "Logout". A greeting "Hello Mellisa.888" is shown. Below the greeting, there are two buttons: "My Services" and "Add a New Service". A table with the following headers is displayed: "Service", "Agency", "Description", "User Status", and "Action". The table contains one row with the text "No Services. [Click here to add services](#)". A red arrow points to the "Click here to add services" link. At the bottom, there are links for "My Secure Services", "Account Management", "About SecureAccess", "Help", "Logout", and "Privacy Notice", and a copyright notice: "Copyright 2004-2010 © Washington State Department of Information Services -- All Rights Reserved".

12. This screen displays the list of agencies that use Secure Access Washington. To register for Provider Express Billing (PEB), click on the [Department of Labor & Industries](#) link.



**SAW SecureAccess WASHINGTON®**

[My Secure Services](#) [Account Management](#) [Help](#) [About SecureAccess](#) [Logout](#)

Hello arak235

[My Services](#) [Add a New Service](#)

Select an agency below to see a list of services:

- [Department of Archaeology and Historic Preservation](#)
- [Department of Ecology](#)
- [Department of Information Services](#)
- [Department of Labor and Industries](#)
- [Department of Natural Resources](#)
- [Employment Security Department](#)
- [Office of Financial Management](#)
- [Workforce Training and Education Board](#)

Service code:

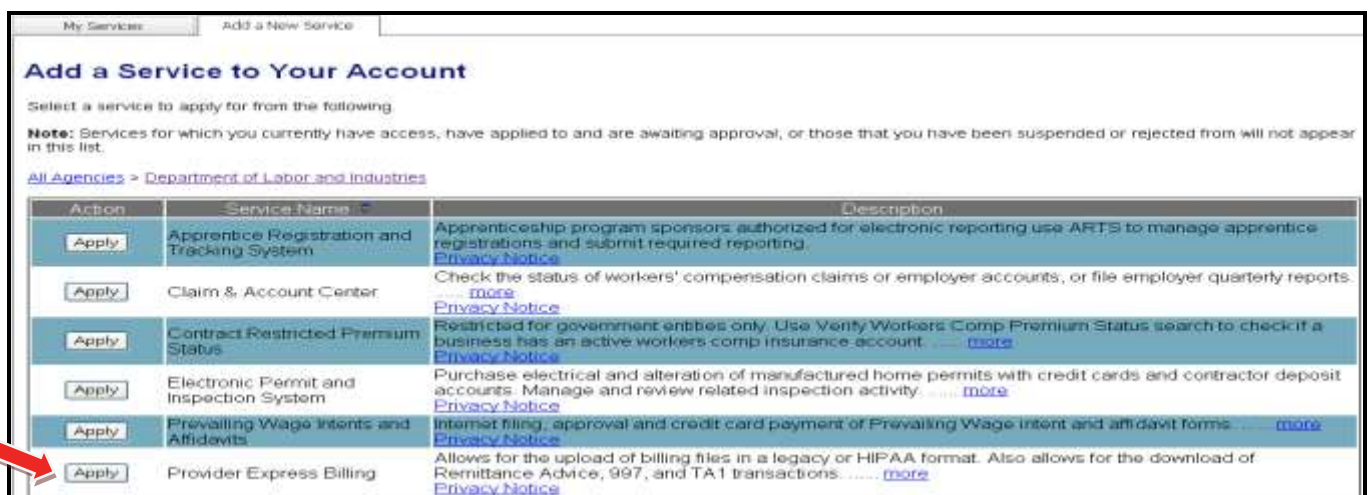
If you have been given a service code, enter it below to apply for access to the service.

Search services by keywords:

Enter keyword(s) below to find related services. Leave field blank to display all services.

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)  
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13. To add PEB as a Service to Your Account. Locate the Service Name “**Provider Express Billing**” and click, **Apply**.



[My Services](#) [Add a New Service](#)

### Add a Service to Your Account

Select a service to apply for from the following.

**Note:** Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.

[All Agencies](#) > [Department of Labor and Industries](#)

Action	Service Name	Description
<input type="button" value="Apply"/>	Apprentice Registration and Tracking System	Apprenticeship program sponsors authorized for electronic reporting use ARTS to manage apprentice registrations and submit required reporting. <a href="#">Privacy Notice</a>
<input type="button" value="Apply"/>	Claim & Account Center	Check the status of workers' compensation claims or employer accounts, or file employer quarterly reports. <a href="#">more</a> <a href="#">Privacy Notice</a>
<input type="button" value="Apply"/>	Contract Restricted Premium Status	Restricted for government entities only. Use Verify Workers Comp Premium Status search to check if a business has an active workers comp insurance account. <a href="#">more</a> <a href="#">Privacy Notice</a>
<input type="button" value="Apply"/>	Electronic Permit and Inspection System	Purchase electrical and alteration of manufactured home permits with credit cards and contractor deposit accounts. Manage and review related inspection activity. <a href="#">more</a> <a href="#">Privacy Notice</a>
<input type="button" value="Apply"/>	Prevailing Wage Intents and Affidavits	Internet filing, approval and credit card payment of Prevailing Wage intent and affidavit forms. <a href="#">more</a> <a href="#">Privacy Notice</a>
<input type="button" value="Apply"/>	Provider Express Billing	Allows for the upload of billing files in a legacy or HIPAA format. Also allows for the download of Remittance Advice, 997, and TA1 transactions. <a href="#">more</a> <a href="#">Privacy Notice</a>

14. You are now ready to register for Provider Express Billing. The next set of instructions will show you how to set up your user role. You're almost there...



## Part Two: Registering for Provider Express Billing (PEB)

1. Select 'I am a first time visitor for the selected application', click *Continue*.

Washington State Department of  
**Labor and Industries**

**L&I Home** **L&I Secure Access** Logged in as: **L&I Secured**

**Sign up for L&I Secure Access** [Need help with registration?](#)

☒ I am a first time visitor for the selected application.

☐ I am migrating my profile from a Authentication Gateway (i.e. Fortress1) or using a digital certificate.  
I have the **user ID and migration code** so that I can use the secure user ID and password access method.

I already use a digital certificate and want to have the option of using a free secure user ID and password. [View Instructions](#)

I already use this application without a Digital Certificate, prior to obtaining a SAW ID [View Instructions](#)

**Continue**

Department of **LABOR AND INDUSTRIES**

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[Access Agreement](#) | [Privacy and security statement](#) | [Intended use/external content policy](#)

2. Complete your profile information, select *Continue*.

Washington State Department of  
**Labor and Industries**

**L&I Home** **L&I Secure Access** Logged in as: **L&I Secured**

**Contact Information** [Need help with registration?](#)

Contact Information. Fields marked with \* are required.

\*First Name

Middle Name

\*Last Name

\*Phone number    Ext.

\*E-mail address

**Continue >**

Department of **LABOR AND INDUSTRIES**

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3. Read the Access Agreement. Check the box and enter your initials if you agree with the departments access agreement, select *Continue*.

or enforce strict performance of any provision of this Agreement shall not be construed as a waiver of any provision or right. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought hereunder shall be in the Superior Court for Thurston County. This Agreement is personal to You and You may not assign Your rights or obligations thereunder to anyone. A violations of any term by You may result in monetary, civil and/or criminal penalties.

**L&I's Web Site Accessibility Policy**

Washington Department of Labor and Industries (L&I) is committed to providing access to all individuals, disabled or not, seeking information on our web site. L&I has adopted the portions of the federal 508 and [W3C accessibility guidelines and standards](#) that have the most positive impact on people using assistive technologies.

If you are experiencing difficulty accessing information on this site, we will be glad to send you the information in an alternate format. Please contact us using our [Site Feedback](#) form at the bottom of any page and indicate

- The nature of your accessibility needs.
- The URL (web address) of the material you tried to access.
- Your contact information.

We will contact you and attempt to provide the information you sought.

You can also call 1-800-LISTENS (1-800-547-8367) for assistance. TDD users, please call 360-902-5797.

☒ I have read, understand, and agree to the department's access agreement.

Initials

Go to the Department of Labor & Industries [home page](#) (without completing your profile) [Continue >](#)

Department of Labor and Industries © Washington State Dept. of Labor and Industries. Use of this site is subject to the laws of the state of Washington.

4. Click on [PEB Provider](#). A text box will appear. Enter your L&I Provider ID number. Click the Request access by... button.  
(Do not select Medical and Vocational Providers for this application)

worker registering first. They register, then you request access, then they approve your request. If you know they're already registered, continue with this request.

[Legal Representative](#) As a legal representative for injured workers, you will have access to claims where you are listed as the current legal representative.

**Attending doctors and ARNPs:**  
Attending doctors and ARNP's will have access to injured workers' claims where you are listed as the current attending doctor.

[Medical and Vocational Providers](#) **Vocational providers:**  
Vocational providers will have access to injured workers' claims where you are the assigned vocational firm

**IME providers:**  
Independent Medical Examiners will have access to injured workers' claims where you have been requested by the department to perform an IME.

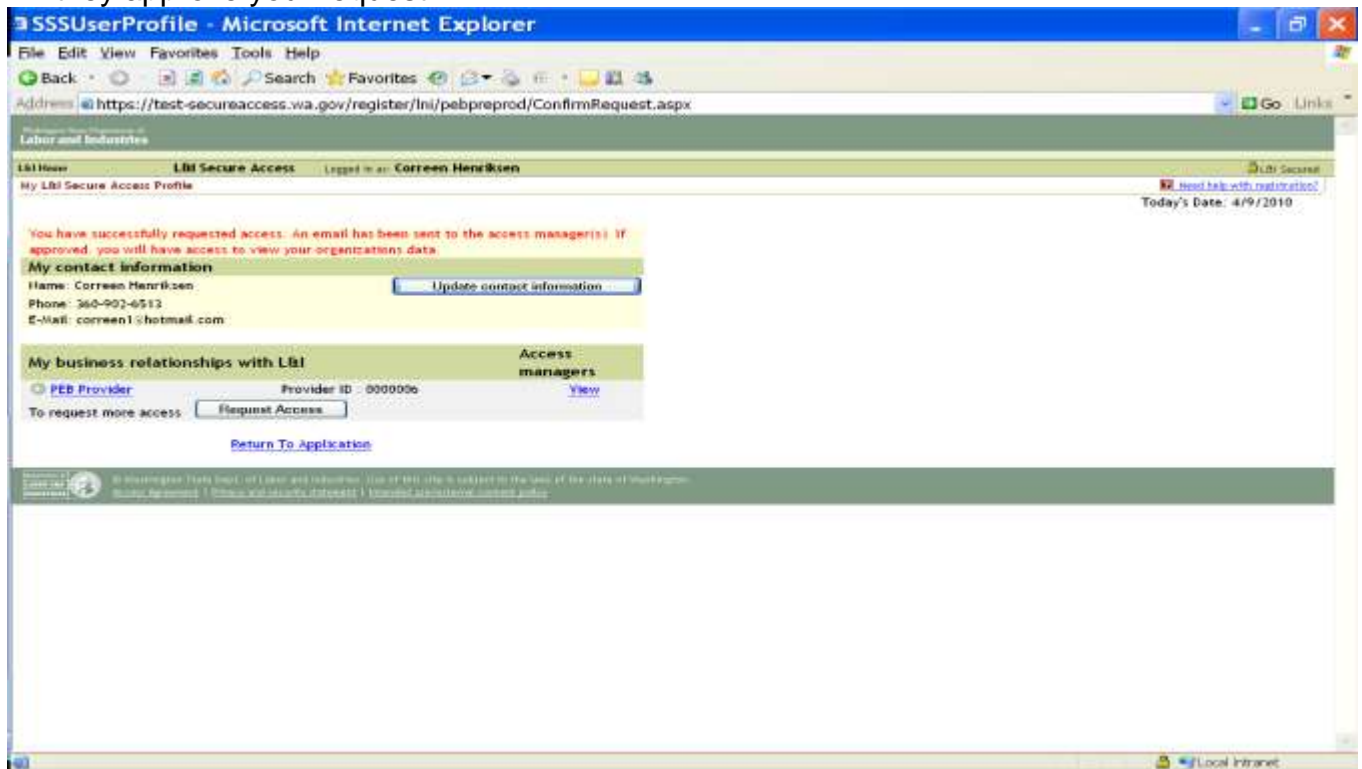
[PEB Provider](#) This option allows you to access Provider Express Billing to upload electronic billing files in the HIPAA 837 or L&I HCFA format, and Direct Entry bill submission. PEB also supports downloading of 835 or proprietary RA files and EDI X12 TA1, 997, 277 & 824 transactions.

Please enter a Provider ID.

[Request access by Provider ID](#)

[Retrospective Rating Assoc.](#) Retrospective rating groups will have access to members' claims, accounts, and retro information.

5. If you are not the first person in your group to establish PEB access, an email will be sent to the access manager for your organization. You can include comments to your access manager about who you are and why you need PEB access for your organization. The access manager will need to log onto SAW, click on "My Profile", select "Manage Users" and then approve your request. You won't have access until they approve your request.



6. If you are the first person to establish PEB access for this provider ID, you will see this page, Select Yes.

L&I Home L&I Secure Access Logged in as: JOHN SMITH

Register Organization Need help

Relationship: PEB Provider Provider ID: 0001234

You are the first person to register for this organization. By adding this relationship, you are setting up your organization for L&I Secure Access and you will automatically be the organization's access manager.

As the access manager you will be responsible for managing access to L&I secure data for users within your organization. When users request access, you will be notified by e-mail to act upon their request. They will not be given access to L&I secure services until you have granted their request.

If you do not wish to be responsible as an access manager for this organization, please select "NO" below, or just close your browser and a more appropriate team member should then register your organization with L&I secure services.

**Access Manager Agreement**

Each organization must have at least one access manager to manage access to L&I secure services for users. The first user who registers an organization automatically becomes the access manager for that organization. Additional access managers may be added by existing access managers. In addition to the access agreement previously accepted in this registration process, the access manager(s) agree to:

- Be responsible for managing the access permissions for users within your organization.
- Explain to your users that the data is sensitive and they must keep this data secure.
- Remove a user's access when the user leaves your organization or no longer requires access.

Do you want to accept responsibility for being the access manager for your organization?

Yes No

7. Congratulations – you have successfully established your access to PEB.

**Note:** If you have problems with registration, you may contact L&I's Web Customer Support at [websupport@lni.wa.gov](mailto:websupport@lni.wa.gov) or call 360-902-5999.